

Bylaws of Missouri Educators of Family and Consumer Sciences (MoEFACS)

Article I Name

The name of this organization shall be the Missouri Educators of Family and Consumer Sciences hereinafter referred to as MoEFACS, including subdivisions of MoEFACS, and shall be a division of the Missouri Association of Career and Technical Education.

Article II Mission and Purposes

- A. The mission of the Missouri Educators of Family and Consumer Sciences is to provide educational leadership in support of quality programs to meet the needs of students as they prepare for work and family life.
- B. The purpose of this organization shall be to:
 - 1. Promote professional development of family and consumer sciences classroom teachers, local supervisors, teacher educators, adult/postsecondary educators, state supervisors, and family and consumer sciences (or local title) educational college students.
 - 2. Provide opportunities for leadership.
 - 3. Interpret the goals, objectives, and accomplishments of the family and consumer sciences education program.
 - 4. Strengthen the family and consumer sciences education program.
 - 5. Promote legislation in the interest of family and consumer sciences education.
 - 6. Cooperate with community agencies to achieve common educational goals.

Article III Membership

- A. Any certified person currently or previously engaged in part- or full-time teaching, coordinating, or supervising family and consumer sciences education at the elementary, intermediate, secondary, college or adult/postsecondary level, or family and consumer sciences (or local title) education college student who has paid dues for the current year in the Missouri Association of Career and Technical Education is eligible to become a member of the association in one of the following classifications:

1. Professional membership – for those individuals who are engaged in teaching, coordinating, or supervising family and consumer sciences education programs.
 2. Retired/Alumni membership – for those individuals previously engaged in teaching, coordinating or supervising family and consumer sciences education programs.
 3. Student membership – for sophomore, junior, and senior students who are enrolled in a family and consumer sciences (or local title) teacher education program.
 4. Honorary membership – for persons who have provided services of merit.
- B. Term of Membership – shall begin with the payment of dues. The membership year shall extend from July 1 of one year until June 30 of the following year, regardless of when dues are paid.
- C. Dues – shall be determined by the Board of Directors subject to approval by a majority vote of the membership. Student members shall pay annual dues of two dollars. Retired/Alumni membership dues shall be half of the regular membership dues.
- D. Privilege of the Floor – members in good standing shall have the privilege of the floor for discussion or debate in business sessions.

Article IV Officers

- A. Qualifications – Any professional (or retired/alumni) who holds membership in MoEFACS, Missouri ACTE, ACTE and one of the following: NATFACS, NALSFACS, NATEFACS, and NASAFACS (all of which are affiliate groups of ACTE Family and Consumer Sciences Division), who attends the Missouri ACTE summer conference (unless an emergency), and who has demonstrated leadership ability and interest in promoting the purposes of the organization shall be eligible to hold office or serve on a committee. The candidates for president-elect shall have been an active member of the MoEFACS Board of Directors and attended at least three board meetings prior to the nomination.
- B. Officers – the elected officers shall be president, president-elect, secretary, and treasurer.
- C. Representatives to the Missouri ACTE Board of Directors – will be the president, president-elect, and immediate past president as long as membership warrants three (3) delegates. If membership decreases, the past president would be deleted.

- D. Advisor – the administrative advisor shall be the State Director of Family and Consumer Sciences.
- E. Executive Board – the executive board shall be composed of the President, President-Elect, Immediate Past President, Secretary, Treasurer, and State Department Administrative Advisor.
- F. MoEFACS Board of Directors – the MoEFACS Board of Directors shall consist of the members of the Executive Board and all committee members.
- G. Election of Officers – the officers shall be elected by a simple majority vote of members present at the annual meeting and shall assume office immediately following the annual meeting. The secretary and treasurer shall serve a two (2) year term, being elected on alternate years and will serve until their successors have been elected. The president-elect shall become president after serving one year as president-elect. The president will serve a one-year term.
- H. Preparation of the Ballot – a nominating committee appointed by the president shall select candidates for office and prepare the ballot.
- I. Vacancies – should a vacancy occur in any office except that of the president, the president shall appoint, with the approval of the executive board, a successor thereto. If the office of the treasurer becomes vacant, the books shall be audited by a qualified accountant before the new treasurer receives them. If the office of president becomes vacant, the immediate past-president shall immediately assume office for the remainder of the term.
- J. Voting Privileges – only dues paid members are entitled to vote.
- K. Counting the Ballots – the nominating committee shall collect the ballots, count them, and announce results of the election at the annual conference.

Article V

Duties of Officers

- A. The President shall:
 - 1. Preside at the annual business meeting, executive board meetings, and Board of Directors meetings.
 - 2. Appoint all committees with approval of the executive Board.
 - 3. Fill vacancies on all committees and serve as a member ex-officio of them.
 - 4. Announce committees and define duties of each at the first business meeting of the Board of Directors.
 - 5. Represent MoEFACS on the Missouri ACTE Board of

Directors.

6. Certify the names of the delegates to the Missouri ACTE House of Delegates to the Missouri ACTE Board of Directors.
7. Designate Missouri ACTE representatives at a ratio of one representative to each 100 MoEFACS/Missouri ACTE members or major fraction thereof.
8. Notify Missouri ACTE Board of Directors of newly-elected MoEFACS Officers.

B. The President-elect shall:

1. Serve as president in the absence of that officer.
2. Represent MoEFACS on the Missouri ACTE Board of Directors.
3. Tabulate the leadership survey form and prepare a new form for the next annual MoEFACS meeting.
4. Update the program of work.
5. Assist the administrative advisor in planning the annual MoEFACS meeting.
6. Thank the exhibitors.
7. Assemble the packets for the annual MoEFACS meeting.

C. The Secretary shall:

1. Keep a record of all business transacted at the annual business meeting and at the meetings of the Board of Directors.
2. Prepare the minutes in permanent form for future reference. Copies of the minutes shall be submitted to all members of the Board of Directors, one copy submitted for permanent filing in the state office. A copy will be provided to the membership at the annual meeting.
3. Assist the treasurer as needed.

D. The Treasurer shall:

1. Accept membership dues as determined by the membership.
2. Disburse dues and lists of members to affiliate organizations and State Department Administrative Advisor of MoEFACS.
3. Shall prepare a budget and expend association funds as approved by the Board of Directors.
4. Prepare the books for the annual audit and submit for audit.
5. Present financial reports to the Board of Directors.

6. Transfer books to newly elected treasurer within six weeks.
7. File 990 tax forms by February 15 annually.

E. The Past President shall:

1. Serve in advisory capacity to the president.
2. Assist the Board of Directors in carrying out the purpose of MoEFACS.
3. Serve as legislative committee member.
4. Serve as parliamentarian.
5. Represent MoEFACS on the Missouri ACTE Board of Directors.

F. The Missouri ACTE Representative(s) shall:

1. Represent MoEFACS on the Missouri ACTE Board of Directors.

G. The Administrative Advisor shall:

1. Be a consultant to the Board of Directors.
2. Preserve copies of records and proceedings of the association as supplied by the secretary and treasurer.
3. Represent MoEFACS as an ex-officio member of the Board of Directors of Missouri ACTE.

H. The Board of Directors shall:

1. Approve appointments to fill vacancies of Board of Directors
2. Approve budget and expenditure of funds.
3. Approve resolutions prior to presentation at annual business meeting.
4. Attend MoEFACS business and Board of Directors meetings.
5. Approve changes in bylaws prior to submission before the annual business meeting.
6. Suggest nominees for Missouri ACTE President-Elect to represent Family and Consumer Sciences.
7. Support nominees for NATFACS offices.
8. Support Family and Consumer Sciences Division Officer nominees.

Article VI
Members of House of Delegates

- A. Official delegates to the Missouri ACTE House of Delegates shall be selected by the president at a ratio of one delegate for each twenty-five members and one delegate for every twenty-five additional members or major fraction thereof as based on the previous year's membership list.
- B. Delegates shall participate in the House of Delegates meeting held during the annual meeting of Missouri ACTE.

Article VII
Meetings

- A. An annual member meeting shall be held at a time and place designated by the Board of Directors.
- B. The Board of Directors shall meet during the Missouri ACTE Conference and at two other times during the school year.
- C. Quorums – shall be a simple majority of the members present of the Board of Directors, the membership present for the annual meeting, and of committees.
- D. Order – All meetings and actions of MoEFACS shall be governed by *Robert's Rules of Order*.

Article VIII
Amending the Bylaws

- A. A member may propose amendments to the bylaws by submitting the amendment in writing to the Board of Directors, at least 90 days prior to the annual meeting. If the amendment is approved by the Board of Directors it shall be presented at the MoEFACS annual business meeting. The membership shall be notified of the proposed amendments in writing at least sixty days prior to the annual business meeting. To be adopted, an amendment must receive a majority vote of the quorum.

Article IX
MoEFACS Members of Board of Directors of Missouri ACTE

- A. The members of the Board of Directors of Missouri ACTE shall be:
 - 1. MoEFACS President – will act as divisional Vice-President
 - 2. MoEFACS Administrative Advisor – will be an ex-officio member

3. Other MoEFACS Representatives – (See Article IV, Section C and Article V, Section A)

Article X

Selection of Nominees for President-Elect of Missouri ACTE

- A. When the Missouri ACTE President-elect is to represent Family and Consumer Sciences, the Board of Directors shall suggest two MoEFACS nominees who meet the qualifications of President-elect as designated in the Missouri ACTE Bylaws.

Article XI

Selection of Nominees for Office(s) in NATFACS

- A. The Board of Directors shall select nominees of office(s) in NATFACS in accordance with NATFACS policy.

Article XII

Resolutions

- A. Resolutions may be presented by individual members or groups of members to the MoEFACS resolutions committee at least sixty days prior to the annual meeting. Resolutions must be in writing and approved by the resolutions committee and the Board of Directors before they can be presented at the summer conference.

Revised By the MoEFACS
Bylaws and Policies Ad Hoc Committee, October 2005:
Marcia Ritter, Chair
Cheryl Adams
Beverly A. Plymell
Regina Rainey
Linda Turner

Revisions Adopted by Vote of the MoEFACS Membership – July 26, 2006